

# Curriculum Vitae

## Richard Plazzotta

Born 27/12/51 in London.

Nationality: British (native speaker of English, English mother, Italian father, whence the surname)

Postal address: Alterines, 15310 SAINT CERNIN, France. Tel: (+33) (0) 471 476 119, Mobile (+33) (0) 680 640 134

E-mail address: [rp@wot.fr](mailto:rp@wot.fr) (B2B or B2C)

I live and work in France, and have done so on and off for 35 years. We spend 2 to 3 months a year in the UK, where we have property and other business interests.

## Work Experience

Since 2000: full-time\* freelance translator and interpreter, part-time software developer, part-time columnist/writer

Since 2004: part-time developer of software tools for translators (WOTT, see Computing section below)

1987-2000: full-time software developer, vendor of hardware and software, and trainer (French and English business software)

1981-1987: full-time manager in a business school, including teaching, supervisory and IT-related duties

1974-1981: full-time TEFL (Teacher of English as a Foreign Language) to adults and business school students

\*In the sense of the French definition of APE (activité principale exercée, French SIC code 7430Z)

### **Translation & Interpreting (2000-20xx) See page 2 for terms and conditions**

Self-employed translator since 22/08/2000 (trading under the name WOT - Write On Translations (*Right On Time, Right On Target!*)). I mainly do French-to-English, some English-to-French in specialized areas (software localization/development, Internet site localization, software user, administrator and developer manuals). Other language combinations (outsourced) for a few local or direct clients in my capacity as project manager.

### **Client References - Agencies**

I work on a regular basis with five or six agencies (translation agencies, communication/advertising agencies) for their clients, who are primarily large French corporations and multinationals, including (in alphabetical order):

Accenture, Aeolia, Airbus, Alcan Glass Pharma, Alstom, Arcelor (Mittal), Banque mondiale (World Bank), Barclays Bank, BCC, Bird & Bird, Bouygues, BP France, Bristol-Myers-Squibb, Carrefour, Crédit Agricole, Crédit Lyonnais (LCL), Crédit Mutuel, EADS, EDF, ERDF, Essilor, Euler Hermes (AGF, Euro RSCG, ex-Allianz), GDF Suez, Groupe Legris, GSK (GlaxoSmithKline), HSBC, Inova, L'Oréal, Lacroix Sofrel, LaSer Cofinoga, Michelin, Natexis (désormais Natixis Bleichroeder), NATO, Parkeon, Pechiney (Alcan, Rio Tinto), Procter & Gamble, Ricol-Yves Rocher, SAGEM, Sanofi-Aventis, Schlumberger, SNCF, Société Générale, SOFINCO, Stago Instruments, Trescal Metrologie, Veolia.

as well as twenty or so other regular agencies, for clients such as (in no particular order) VW, France Telecom, Veolia, Renault, EADS, Bull, IBM, Tour de France, Air France, Erasteel, Rhône Alpes Regional Council

### **By way of example, here are some of the bigger projects (> 15,000 words) I have done recently (in 2012-2013):**

- EDF's internal accounting standards (EU adoption of IFRS, IAS, IFRIC)
- Technical guide on e-payments
- 5 annual reports (balance sheet, income statement and notes thereto), 3 of which for CAC 40 (French Footsie 100 equivalent) companies
- French competition authority - opinion on the competitive operation of online advertising (Google and French Yellow Pages)
- A series of e-learning modules for large corporations (for a leading French training organization)
- Several software user manuals for the leading French manufacturer of cosmetics (production, global RM procurement, quality control, etc.)
- A detailed final report on biogas produced from energy crops for the French Agency for the Environment and Energy Management
- Decision of the French competition authority on prices charged by (French) banks for processing cheques submitted for encashment purposes
- Tender documents and technical specifications for 7 combined cycle power plants in North Africa

### **Direct Clients**

I also work for a number of local clients directly (mainly SMBs) and an increasing number of national and international clients, thanks to my listing in reputable online translation directories (SFT - *Société Française des Traducteurs*, ProZ, ...).

### **Computing and software services (1987-20xx)**

**2004-20xx: WOTT (*Windows® & Office® Tools for Translators®*)**, a suite of software tools I have developed in VBA (Visual Basic for Applications) and VB6 (Visual Basic version 6) for English and French translators using Microsoft Office® or Microsoft Word®.

**1992-1999: CODÉFINE Sarl**, a software and computing services company I formed and ran, custom software development, standard software sales and training, hotline support, on-site support, hardware sales.

**1988-1992: OMEGA Informatique Sarl**, standard software sales and training, hotline support, on-site support, hardware sales

**1987:** self-employed IT consultant, developer and training instructor, contract work for business clients in the north of France

### **Teaching & Training (EFL, computing), Business Administration (1974-1987)**

**1978-1987: ESCAE Amiens-Picardie** (Amiens Business School), teacher of English and Computing (1978-1981), Head of Languages (1981-1984), full-time Deputy Director of Studies and Head of IT and Languages departments (1984-1987)

**1977-20xx: FORMAVISION Sarl, Paris**, Co-founder, part-time employee (until 1984) and now non-executive director, distribution of business and language training videos and course material, in charge of the 'back office' (IT systems, accounts, payroll, royalties)

**1976-1984:** Part-time teacher of English for several organizations under fixed-term contracts (University of Picardie, Interfor, CEL, Interlangues)

**1974-1976:** Several part-time and seasonal jobs as a teacher of English in London and Paris

## Education & Qualifications

- CNE course (Certified Novell Engineer, local area network systems & administration) - Lille 1992
- RSA (Royal Society of Arts) TEFL diploma (Teaching of English as a Foreign Language), British Institute in Paris, 1987
- Diplôme d'études françaises 2e degré, Sorbonne Paris IV, December 1979
- 3 course credits (*unités de valeur*) in Linguistics (phonology, syntax, stylistics) for an MA, unfinished thesis on comparative phonology - Université de Picardie 1978
- BA in English Literature, King's College, London University, 1974

## Translation services - Terms and Conditions






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**Language pair: French**    **to English**<sup>1</sup>  

### Areas of specialization (based on 12 years of translations)

#### Computing/IT (based on 25 years' experience in the field)

IT/IS systems, network administration, virtualization, user manuals, programming manuals, software localization, web sites, mobile apps, etc.

#### Finance/Accounting/Corporate/Banking (based on 25 years' experience in related software training, assistance and development)

Financial statements and notes, auditors' reports, MD&As, annual reports, milestone reports, procedures, internal control, risk analysis & assessment, segment reporting and disclosures, cash flow forecasts, IFRS compliance/adoption/reporting, due diligence, banking regulations, budget control, capital requirements, Basel 2/3 compliance, tax liability, etc.

#### Legal/Corporate (French and English law, no particular knowledge of American law)

Master/framework agreements, sales contracts, licence agreements, franchise agreements, company formation, employment, powers of attorney, partnerships, litigation and disputes, etc.

#### Insurance

Policies, contracts, reinsurance, group insurance, employee benefits, claims management, etc.

#### Marketing & Sales

Brochures, catalogues, advertising literature, POS/Rfid material/systems/terminals, merchandising, market research, B2B/B2C/B2G strategies, etc.

#### HR, OHS, Environment, Quality

Pay policy, career planning, annual appraisals, working conditions, employer-employee relations, unions, occupational health and safety requirements/regulations, sustainable development, environmental measures, ISO compliance, etc.

#### Legal/Private (French and English law, no particular knowledge of American law)

Marriage, divorce, property deeds, letting/sub-letting agreements, wills, etc.

#### Government/EU

European affairs/legislation/directives, transposition into local law, etc.

#### Technical (excluding IT, see above)

Aeronautical, automotive, electricity/nuclear, metallurgy, construction, civil engineering, pharmaceutical, cosmetics, materials handling and processing, mining, oil and gas exploration, glass inspection systems, transport and logistics, supply chain, telephony, etc.

**Please note: I do not do medical**

### B2B Rates (translation, ad/communication agencies)

Standard rate\*: **80 euros per 1000 source (i.e. French) words, £65 per 1000 source words**





Rate and billing currency (€, £, \$) negotiable on a case-by-case basis.

\*This rate applies to new clients issuing RFPs. Existing clients updating their databases can ignore this.

**Mark-up** for urgent/weekend work, non-editable documents, complex DTP jobs, etc.

**Mark-down** for CAT jobs if TM provided and/or project TM requested, subject to your analysis of repetitions, 100% and fuzzy matches, etc.

### File formats/CAT software

**Microsoft Office, all versions** ( .doc(x),  .xls(x),  .ppt(x)), **STAR Transit NXT** ( .ppf, .pxf), **Déjà Vu (DVX2, .dvsat, .dvpng), SDL Trados Studio 2011** (.sdlxliff, .sdlppx), **including their package/bilingual formats and any original formats these CAT tools handle (e.g. FrameMaker, InDesign, QuarkXpress, etc.)**

N.B. If no translation memory/termbase is available, there really is no point sending me a project package. I prefer to work on the original format and return the job in said format along with a translation memory in the universal .TMX format, so that I can choose my CAT tool.

<sup>1</sup> Unless otherwise agreed, I write in British English (spelling, wording, etc.). A note on British spelling: I prefer and use the "-ize" ending (rather than "-ise") whenever British spelling so allows (i.e. most inflected forms that can take this ending, like computerize, realize, organize, etc.), which the unwary reader may think is American spelling, but it is British spelling. Besides being a personal preference (I subscribe to the OUP/Fowler school of thought in this respect), it is also a good "compromise" when asked to write in "international" or "transatlantic" English!